

## PERSONNEL BOARD SUMMARIZED MINUTES

Monday, May 2, 2016 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Norberto Alvarez, Vice-Chairperson; Zoraya Pena, Member; Stephen Dielmann, Member; Luis Zubieta, Member. **ALSO PRESENT:** Gelien Perez, HR Director; Owen Kohler, Assistant City Attorney; and Annette Otaño, Secretary.

### ON THE DAIS:

**New Business Item 17a - Request to approve new civil service classification and job description for Plumbing Foreman.**

### AGENDA

1. Request to approve the minutes of the April 4, 2016, Personnel Board meeting.

**APPROVED.** Motion by Mr. Zubieta. Second by Ms. Pena. Passed by unanimous vote.

2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and regulations, received April 2016.

- |                    |                              |
|--------------------|------------------------------|
| 1. Cesar Espinosa  | Fire Department              |
| 2. Jose Gafas      | Fire Department              |
| 3. Miguel Ruiz     | Fire Department              |
| 4. Mark Sanchez    | Fire Department              |
| 5. Luis Curbelo    | Police Department            |
| 6. Maylin Dorado   | Police Department            |
| 7. John Peña       | Public Safety Communications |
| 8. Janet Hernandez | Public Works                 |

**APPROVED.** Motion by Ms. Pena. Second by Mr. Dielmann. Passed by unanimous vote.

3. Report of Leave without Pay for April 2016.

**SO NOTED.**

4. Report of Civil Service Appointments for April 2016.

- |                        |                      |
|------------------------|----------------------|
| 1. Guillermo M. Barnet | Fire Department      |
| 2. Luis Cortes         | Fire Department      |
| 3. Ivan J. Fiallo      | Fire Department      |
| 4. Mario S. Gutierrez  | Fire Department      |
| 5. Rolando Medina      | Fire Department      |
| 6. Roberto Ortega      | Fire Department      |
| 7. Alain Pineiro       | Fire Department      |
| 8. Ramon Rodriguez     | Fire Department      |
| 9. Aramis Garcia       | Parks and Recreation |
| 10. Adrian Gonzalez    | Police Department    |
| 11. David Guerra       | Police Department    |
| 12. Andres Rodriguez   | Police Department    |

**SO NOTED.**

5. Report of Civil Service Resignations for April 2016.

- |                              |                                  |
|------------------------------|----------------------------------|
| 1. Lesly Reyes               | Grants and Human Services        |
| 2. Mirta Muñiz               | Education and Community Services |
| 3. Thomas Hyle, Jr.          | Fire Department                  |
| 4. Anthony Rocco             | Fire Department                  |
| 5. Manuel Anthony Lopez      | Fleet Department                 |
| 6. Marco A. Rojas            | Fleet Department                 |
| 7. Carlos Gonzalez II        | Police Department                |
| 8. Cortney Haugen            | Police Department                |
| 9. Joaquin Martinez-Arrazola | Public Works                     |

**SO NOTED.**

6. Report of Maternal/Paternal Leave for April 2016.

- |                       |                   |
|-----------------------|-------------------|
| 1. Richard Aguero     | Police Department |
| 2. Daniel Gato        | Police Department |
| 3. Scarlett Hernandez | Police Department |
| 4. Lellani Laffont    | Police Department |
| 5. Mario Morales      | Police Department |
| 6. Natalie Ruiz       | Police Department |
| 7. Gamy Sagaille      | Police Department |

**SO NOTED.**

7. Report of Leave of Absence for April 2016. **None.**

**SO NOTED.**

8. Request to certify the eligibility list for **Parks and Recreation Supervisor.**

**APPROVED.** Motion by Mr. Zubieta. Second by Mr. Alvarez. Passed by unanimous vote.

9. Request to certify the eligibility list for **Recreation Programs Supervisor.**

**APPROVED.** Motion by Ms. Pena. Second by Mr. Dielmann. Passed by unanimous vote.

10. Request to conduct a new civil service examination for the position of **Administrative Aide – Confidential (Christina Rodriguez)** with the following criteria:

- In-house, Non-competitive
- 40% Oral
- 60% Education and Experience
- Must obtain a minimum score of 70% on the oral portion.
- Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 28 - Confidential - \$1,099 - \$2,213 Bi-weekly

**APPROVED.** Motion by Mr. Zubieta. Second by Mr. Alvarez. Passed by unanimous vote.

11. Request to conduct a new civil service examination for the position of **Recreation Center Director**. In addition the remaining name(s) on the current eligibility list will be merged with the following criteria:

- a. In- house, Competitive
- b. 100% Written
- c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of the job description and eligibility list are attached.

Range 48 - \$1,099 - \$2,213 Bi-weekly

**APPROVED.** Motion by Ms. Pena. Second by Mr. Alvarez. Passed by unanimous vote.

12. Request to approve the revised job description and conduct a Civil Service examination for the position of **Service Worker (Construction and Maintenance)** position with the following criteria:

- a. In- house, Competitive
- b. 100% Performance
- c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of the **revised** job description and eligibility list are attached.

Range 45 - \$939 - \$1,783 Bi-weekly

**APPROVED.** Motion by Mr. Alvarez. Second by Mr. Dielmann. Passed by unanimous vote.

13. Request to approve the revised job description and conduct a Civil Service examination for the position of **Service Worker (Streets)** position with the following criteria:

- a. In- house, Competitive
- b. 100% Performance
- c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of the **revised** job description and eligibility list are attached.

Range 45 - \$939 - \$1,783 Bi-weekly

**APPROVED.** Motion by Mr. Alvarez. Second by Ms. Pena. Passed by unanimous vote.

14. Request to approve the **new** job description for the position of **Media Director**.

Copy of **new** job description is attached. (No eligibility list on file.)

Range 51 - \$1,320 - \$2,692 Bi-weekly

**APPROVED.** Motion by Mr. Zubieta. Second by Mr. Dielmann. Passed by unanimous vote.

15. Request to approve the **revised** job description for the position of **Budget Analyst Assistant**.

Copy of **revised** job description is attached. (No eligibility list on file.)

Range 31 - \$1,320 - \$2,692 Bi-weekly

**TABLED.** Motion by Ms. Pena. Second by Mr. Dielmann. Passed by unanimous vote.

16. Request to hear Unfinished Business.

17. Request to hear New Business.

17a. Request to approve the **new** job description for the position of Plumbing Foreman.

Copy of **new** job description is attached. (No eligibility list on file.)

Range 49 - \$1,138 - \$2,402 Bi-weekly

**APPROVED.** Motion by Mr. Zubieta. Second by Mr. Alvarez. Passed by unanimous vote.

**NEXT PERSONNEL BOARD MEETING: Monday, June 6, 2016 at 6:00 P.M.**

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.